## Safer recruitment of new volunteers – working with children or adults at risk

<table>
<thead>
<tr>
<th>Planning</th>
<th>Parish Priest or group leader passes information on any new potential volunteer to Safeguarding Representative who ensures that a role description for the post exists</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Consult CSAS Procedures &amp; Safeguarding Procedures regarding recruitment to determine level of DBS Disclosure required, if any, and other safeguarding considerations</td>
</tr>
<tr>
<td>Registration</td>
<td>Safeguarding Representative sends volunteer registration and for DBS eligible roles, ID verification and SSD forms</td>
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<tr>
<td></td>
<td>Potential volunteer to complete and return registration, and for DBS eligible roles, ID verification and SSD forms</td>
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<tr>
<td>Selection</td>
<td>Safeguarding Representative to ensure that formal discussion about the role is undertaken by most appropriate person (usually group leader)</td>
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<td>Checks</td>
<td>References to be taken up in parish either by Safeguarding Representative or group leader and written references followed up by telephone call or face-to-face discussion with referee</td>
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<td>ID verification</td>
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<td>Appointment</td>
<td>Submit DBS application form, if eligible</td>
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<td>Confirmation of appointment, pending satisfactory references and DBS Disclosure</td>
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</tbody>
</table>
Post-Appointment

Record keeping

- Letter of Appointment signed by parish priest
- 2 x copies of Agreement (1 x to be returned to Safeguarding Representative)
- Code of conduct, details of policy and procedures and e-learning programme given to volunteer

- All paperwork to be kept in secure locked non-portable cabinet and volunteer details recorded in 'volunteer record book' or similar.

Support & Development

- Support arrangements and supervision if required
- Training and development opportunities